

Subject Matter Expert Reimbursement Request
****ALL expenses must be pre-approved by POST****

Effective January 1, 2015

I _____, certify that the below listing of my actual and necessary expenses for reimbursement were incurred as part of my duties as a Subject Matter Expert for the _____ committee of the Peace Officer Standards and Training Program while I (circle all that apply), attended an SME committee meeting, conducted an academy inspection, conducted a test out, other _____. These expenses were incurred on (date) _____ from _____ AM/PM to (date) _____ to _____ AM/PM.

I certify that I am not being reimbursed for my expenses by my employer.

Check all that apply:

☐ Mileage reimbursement from portal to portal (a Mapquest/GoogleMaps printout must be attached to be eligible for mileage reimbursement)

Total number of miles driven _____ at **.52 per mile** = \$ _____

☐ Hotel/Motel Lodging at a State Approved Lodging Facility (hotel/motel stays must be pre-approved by the POST Director or his designee.) Only the actual Hotel/Motel room rate is reimbursable – movies, room service charges, mini-bar charges are not eligible for reimbursement. SME must submit hotel/motel receipt to be eligible for reimbursement. Information on what hotels are State Approved Lodging facilities can be found on the lodging section of the State of Colorado Department of Personnel and Administration website. If a State Approved Lodging Facility is not within a reasonable distance to the location of the SME event other lodging involving cost reimbursement must be pre-approved by the POST Director.

Hotel/Motel bill = \$ _____

☐ Parking and or Tolls. SME must submit receipts to be eligible for reimbursement.

Parking and/or Tolls = \$ _____

☐ Meal reimbursement. SME is eligible to be reimbursed up to the meal per diem rate set by the State of Colorado. Only the actual expense up to the per diem rate is eligible for reimbursement. State of Colorado Travel Policy is: When travel is wholly within a single day, there will be no reimbursement for lunch. If travel begins before 5AM the SME would be eligible for up to the breakfast per diem rate set by the State of Colorado - If travel concludes after 8PM in the same day, the SME would be eligible for dinner up to the per diem rate set by the State of Colorado - If the SME spends the night on SME business the SME would be eligible for meal reimbursement up to the per diem rate set by the State of Colorado. Reimbursement rates are set by region of the State - refer to Appendix A1 Domestic (CONUS) Per Diem rates to determine meal reimbursement rates.

SME must submit meal receipts to be eligible for reimbursement.

Total amount due SME

Meal reimbursement = \$ _____
(Add all four categories) = \$ _____

SME Signature: _____ **Date:** _____

Address: _____

Please submit request to post@state.co.us, fax to 866-858-7486, or mail to Dept of Law, Colorado POST, 1300 Broadway-9th Floor, Denver CO 80203.

Internal Office Use only:

(Circle One) Approved/Disapproved by POST Director _____ Date _____